
Welcome to...

**Contracts/Purchase
Order Processing –
Non-Procurement
Personnel**

Welcome and Introductions



Course Prerequisites



✓ Change Discussions

✓ RWD SAP 4.6C



Course Objectives



- At the end of this course, you should be able to use SAP to:
 - Award Contracts (Training Orders)



Benefits of Contracts/Purchase Order Processing



- SAP provides an automated means to:
 - Award contracts

Course Schedule



<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction	00:10
2. Background	00:20
3. Topic: Award Contract	03:20
4. End of Course Review/Feedback	00:10
Total Course Time	04:00 hrs



Course Structure



- Process Flows
 - Overview of key business processes and related SAP concepts
- Demonstrations
 - Trainer-led examples of key SAP transactions
- Activities
 - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
 - Assessment of course effectiveness using the End-user Evaluation Form



On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
 - Provide procedures, job aids, and Help content via the Intranet
 - Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)



Prepare Your Workspace



- Take a few minutes to prepare your training workspace:
 - Review the reference materials; become familiar with the content
 - Logon to SAP R/3



Background Knowledge

Background Knowledge



- Key definitions:

- **Contract** – In SAP, this is the term used for ID/IQs, BOAs, and BPAs. It is also the title of the actual transaction window where ID/IQs, BOAs, and BPAs are created.
- **Expected Value** – Value that the unplanned services or materials covered by the line items are not expected to exceed. This is the commitment/obligation amount. It is the equivalent to the Valuation Price for supplies.
- **Item Category** – Identified indicating the characteristics of an item as either a Supply (Z) or Service (D).
- **Messages** – Tool within SAP for printing, faxing, and emailing.



Background Knowledge



■ Key terms & definitions (continued):

- **Overall Limit** – Maximum value that the total of all unplanned services or the value of materials covered by the line items may not exceed. The Overall Limit value is equal to the Expected Value for the line item.
- **Purchase Order** – In SAP, this term refers to any award document that obligates funds, including: Commercial Purchase Orders, Noncommercial Purchase Orders, A-E Orders, Midrange Contracts, NDPR, NSMS Orders, Contracts, Grants, Cooperative Agreements, Task Order/Delivery Orders for NASA Contracts, Task Order/Delivery Orders for other agency contracts, Space Act Agreements, and SBIR/STTRs. It is also the name of the transaction window where these documents are created.
- **Sales person** – The person who signed the Offer for the Vendor.



Background Knowledge



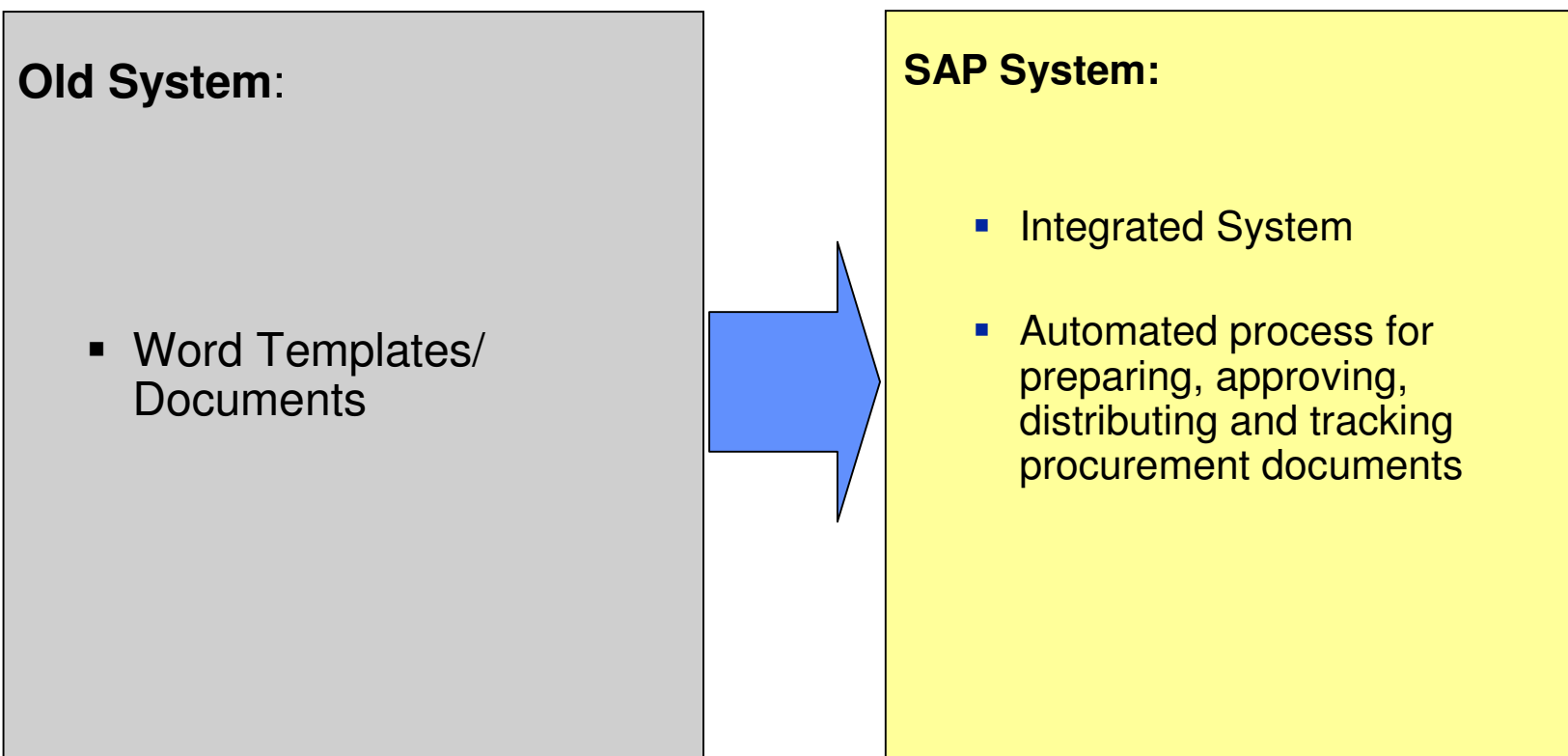
■ Key terms & definitions (continued):

- **Unplanned Services** - Services that cannot be specified in detail because their precise nature and scope are not initially known, or services which – for various reasons – you do not wish to plan.
- **Valuation Price** – Price per unit that is committed on the Purchase Request for supplies. It is the equivalent to the Expected Value for Services.
- **Your Reference** – An SAP field used to identify a TO/DO issued against another agency contract (i.e. GSA contract). Enter the other agency contract number in this field. It is also used to record the contract number when issuing TO/DOs against NASA ID/IQs, BOAs, and BPAs that were created using the Purchase Order transaction window (ME21N).

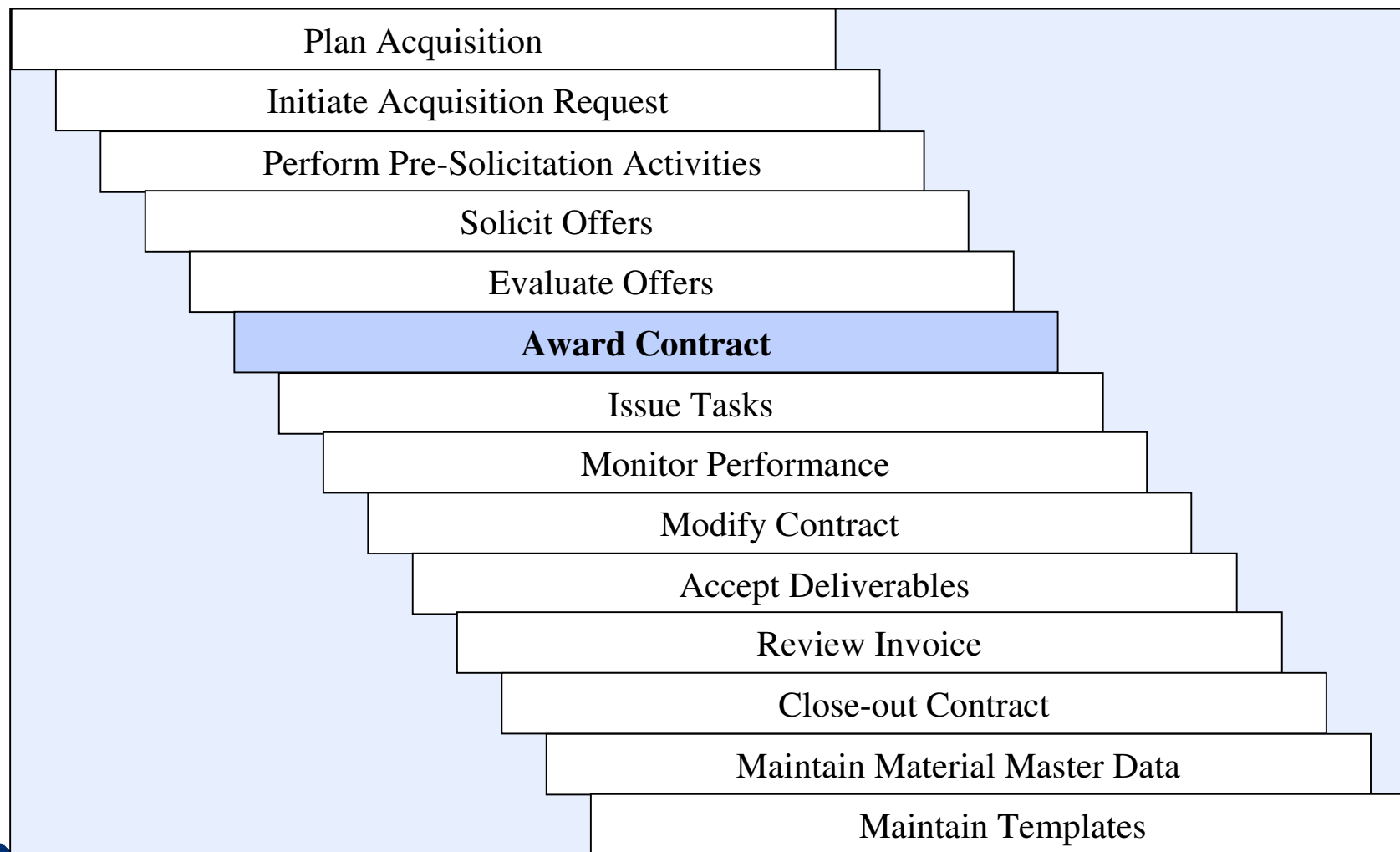
Background Knowledge



Differences between SAP and the previous system

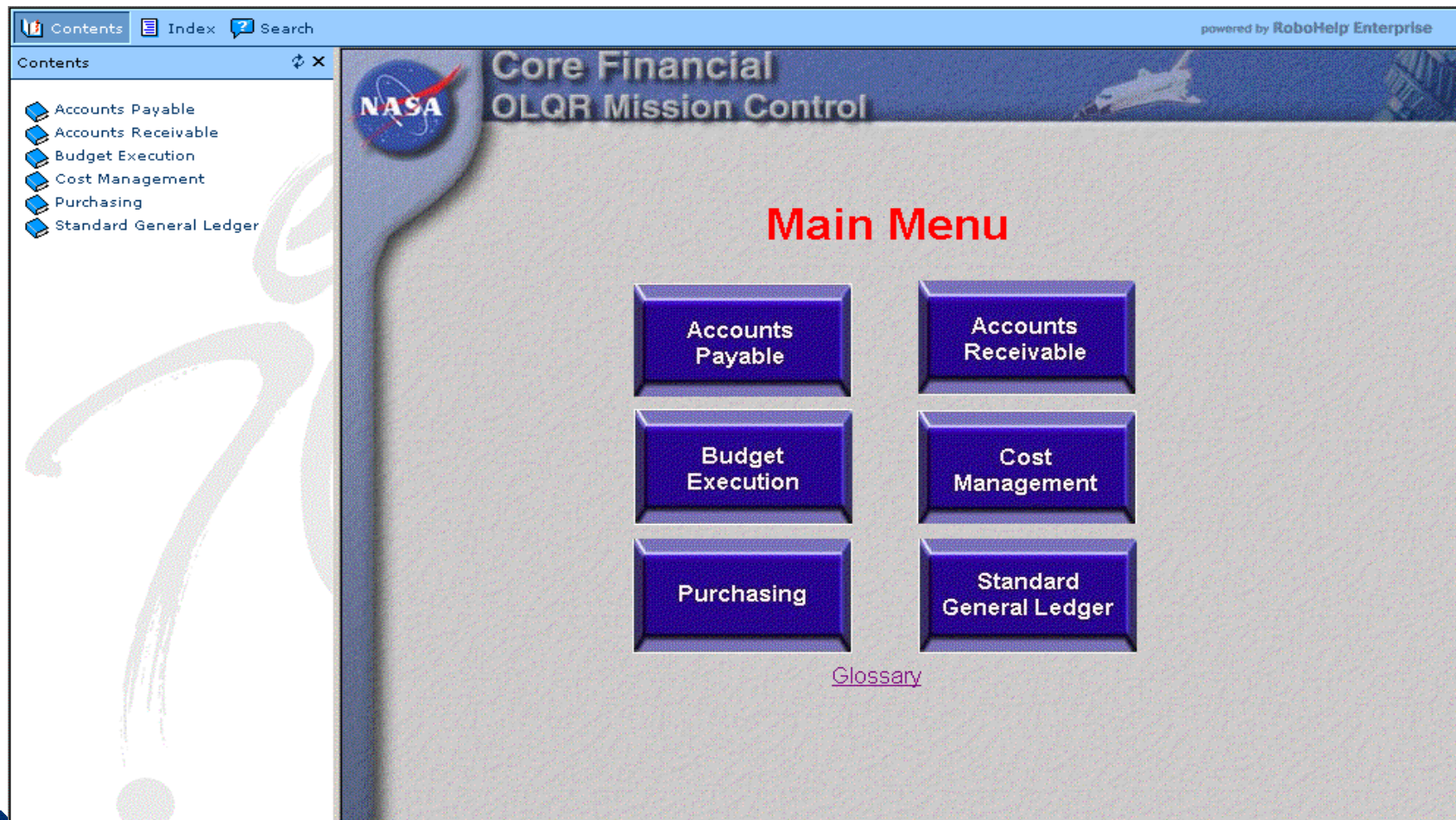


Process Purchases Overview



Topic: Process Flow

- Perform Award Contract Activities Process Flows from the OLQR



Topic: Overview



Award Contract

Prepare, complete and process contractual documents

Distribute contractual documents

Cancel contractual documents



Topic: Objectives



- Upon completion of Award Contract, you should be able to accomplish the following:
 - Understand Award Contract Process Flow
 - Prepare, Complete, and Process Contractual Documents
 - Distribute Contractual Documents
 - Cancel Contractual Documents



Demonstrations and Exercises Introduction



Prepare, Complete, and Process Contractual Documents



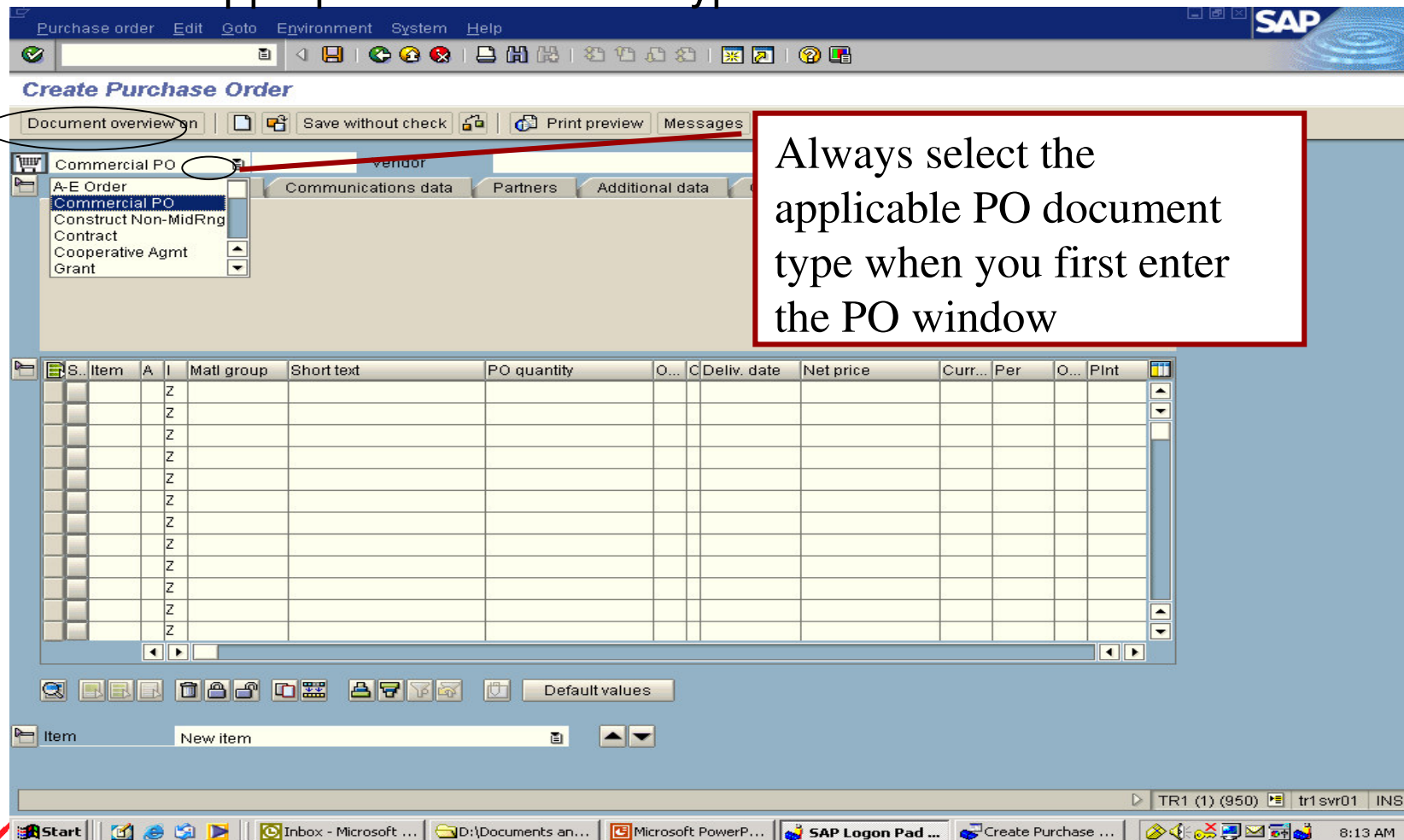
KEY POINTS:

- Select the appropriate contractual document type
- Complete the required inputs for the contractual document
- Save the completed contractual document
- Attach required documents



Screenshot

Select the Appropriate Document Type

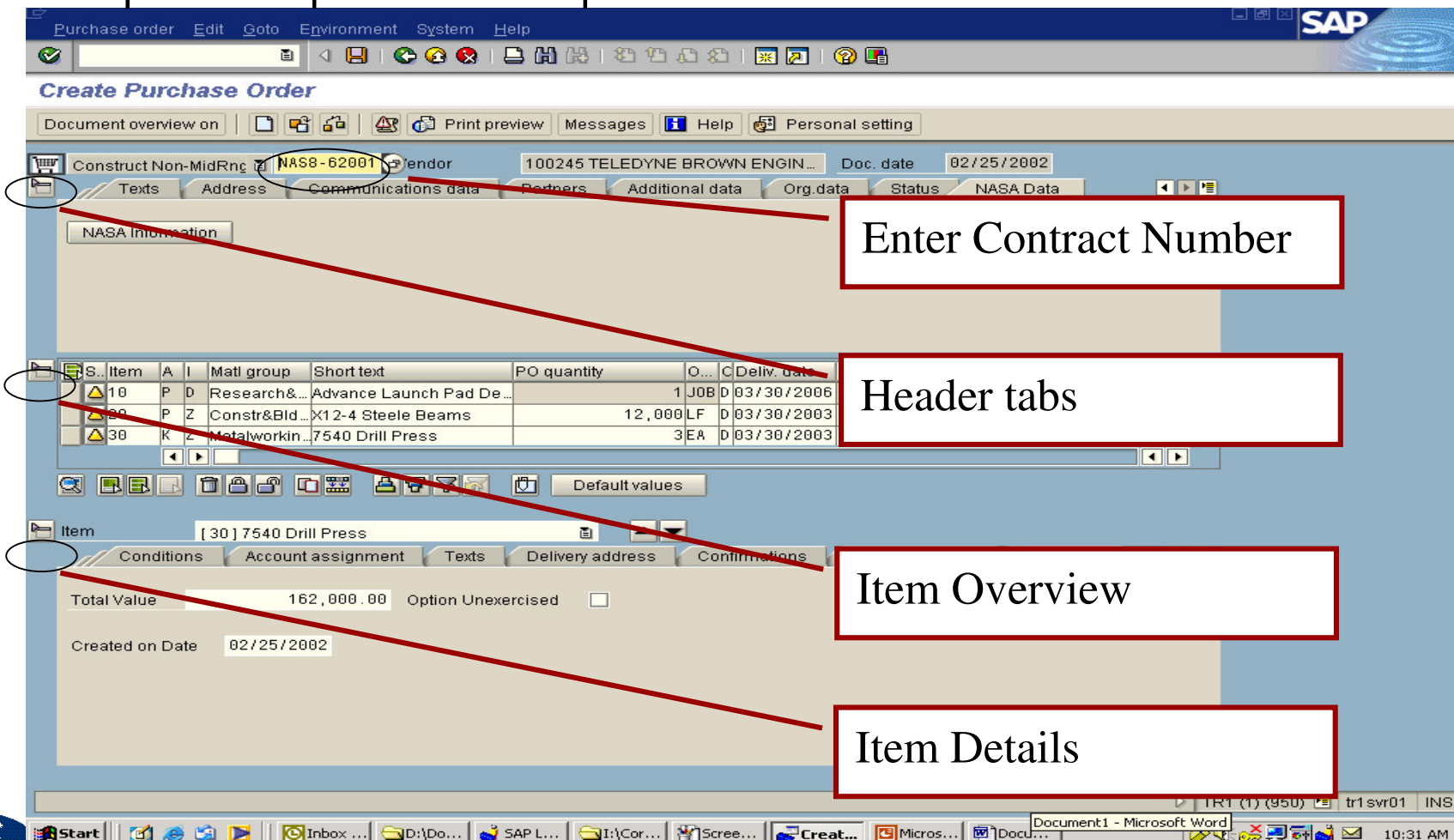


Always select the applicable PO document type when you first enter the PO window

S.	Item	A	I	Matl group	Short text	PO quantity	O...	C Deliv. date	Net price	Curr...	Per	O...	Plnt
			Z										
			Z										
			Z										
			Z										
			Z										
			Z										
			Z										
			Z										
			Z										
			Z										
			Z										

Screenshot

Complete Required Data Inputs



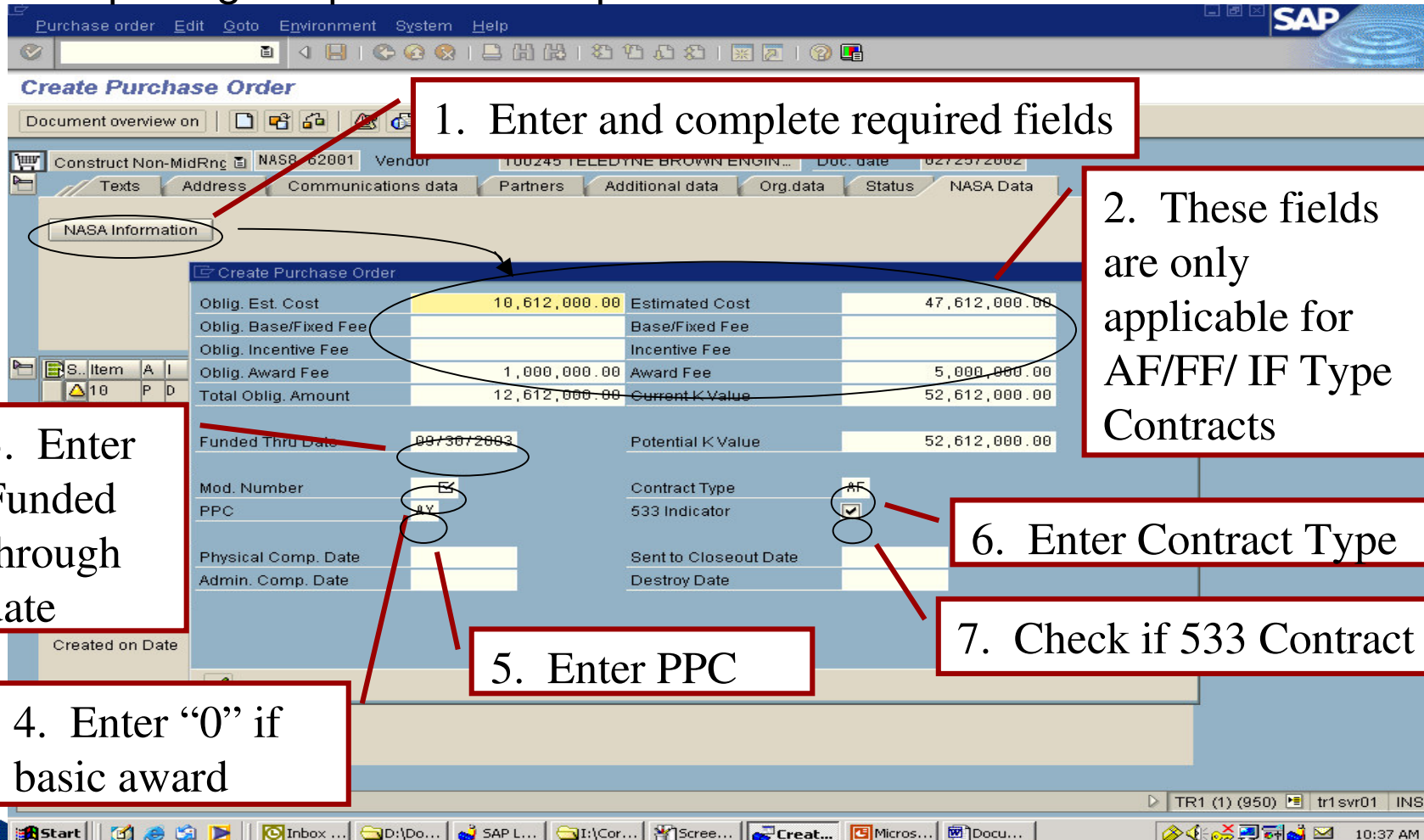
The screenshot shows the SAP 'Create Purchase Order' interface. Red circles and arrows highlight specific areas:

- Enter Contract Number:** Points to the 'Contract' field containing 'NAS8-62001'.
- Header tabs:** Points to the tabs at the top of the main window: 'Construct Non-MidRng', 'Texts', 'Address', 'Communications data', 'Partners', 'Additional data', 'Org.data', 'Status', and 'NASA Data'.
- Item Overview:** Points to the 'Item' tab, which shows a table of items.
- Item Details:** Points to the 'Conditions' sub-tab, which displays details for item '[30] 7540 Drill Press', including 'Total Value 162,000.00' and 'Created on Date 02/25/2002'.

S..Item	A	I	Matl group	Short text	PO quantity	O...	C Deliv. date
10	P	D	Research&...	Advance Launch Pad De...	1	JOB	D 03/30/2006
20	P	Z	Constr&Bld...	X12-4 Steele Beams	12,000	LF	D 03/30/2003
30	K	Z	Metalworkin...	7540 Drill Press	3	EA	D 03/30/2003

Screenshot

Completing Required Data Inputs: NASA Information



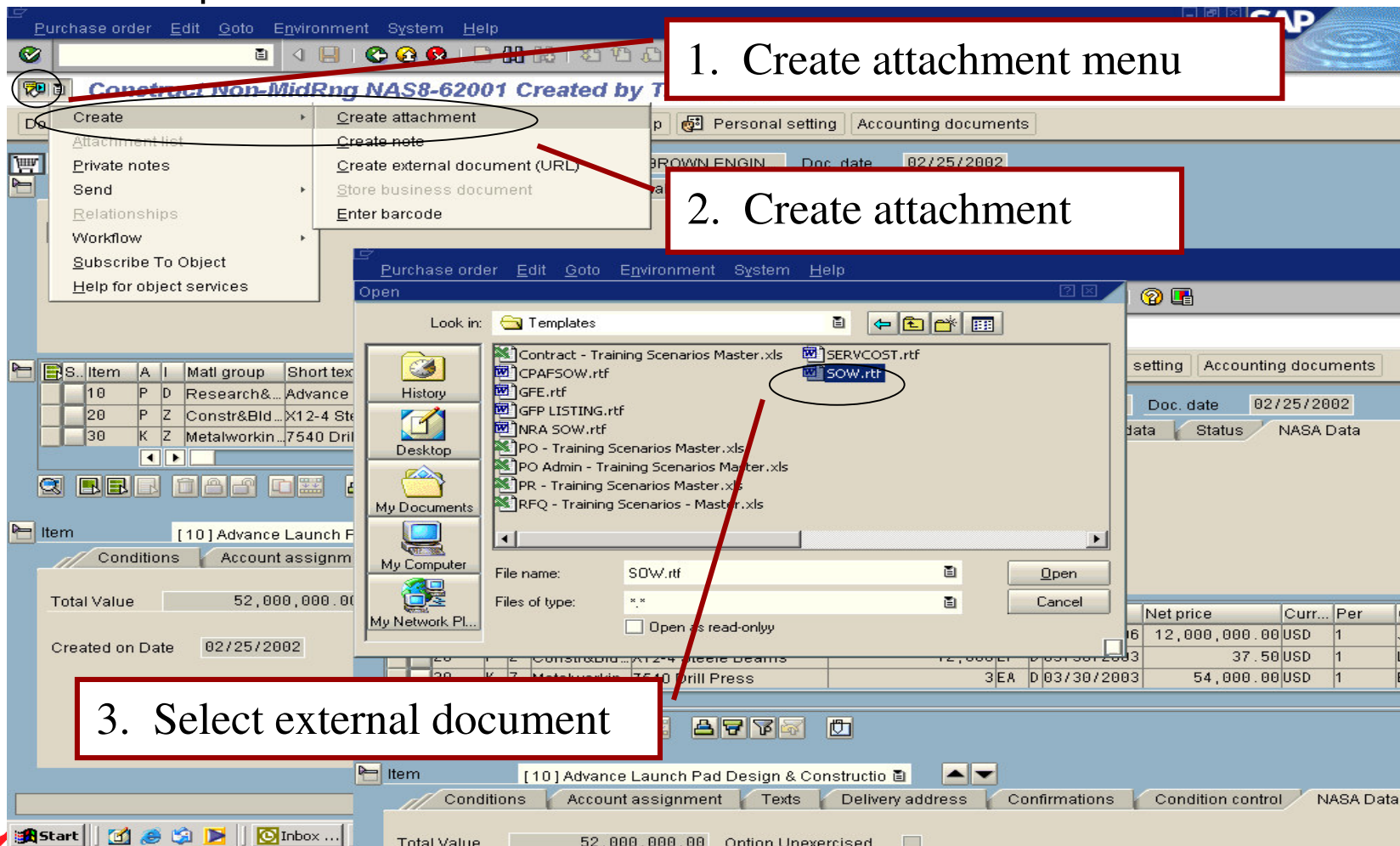
The screenshot shows the SAP 'Create Purchase Order' form. The 'NASA Information' tab is selected. The form contains various fields for cost, fees, and contract details. Annotations point to specific fields with numbered instructions:

1. Enter and complete required fields
2. These fields are only applicable for AF/FF/ IF Type Contracts
3. Enter Funded through date
4. Enter "0" if basic award
5. Enter PPC
6. Enter Contract Type
7. Check if 533 Contract

Field	Value	Field	Value
Oblig. Est. Cost	10,612,000.00	Estimated Cost	47,612,000.00
Oblig. Base/Fixed Fee		Base/Fixed Fee	
Oblig. Incentive Fee		Incentive Fee	
Oblig. Award Fee	1,000,000.00	Award Fee	5,000,000.00
Total Oblig. Amount	12,612,000.00	Current K Value	52,612,000.00
Funded Thru Date	09/30/2003	Potential K Value	52,612,000.00
Mod. Number		Contract Type	AF
PPC	00	533 Indicator	<input checked="" type="checkbox"/>
Physical Comp. Date		Sent to Closeout Date	
Admin. Comp. Date		Destroy Date	

Screenshot

Attach Required Documents



1. Create attachment menu

2. Create attachment

3. Select external document

Look in: Templates

Contract - Training Scenarios Master.xls
CPAFSOW.rtf
GFE.rtf
GFP LISTING.rtf
NRA SOW.rtf
PO - Training Scenarios Master.xls
PO Admin - Training Scenarios Master.xls
PR - Training Scenarios Master.xls
RFQ - Training Scenarios - Master.xls
SERVCOST.rtf
SOW.rtf

File name: SOW.rtf
Files of type: *.*
Open
Cancel

Item	Conditions	Account assignment	Texts	Delivery address	Confirmations	Condition control	NASA Data
[10] Advance Launch P							
Total Value	52,000,000.00						
Created on Date	02/25/2002						

Net price	Curr...	Per	O.
16 12,000,000.00	USD	1	J0
	37.50	USD	1
	54,000.00	USD	1

Distribute Contractual Documents



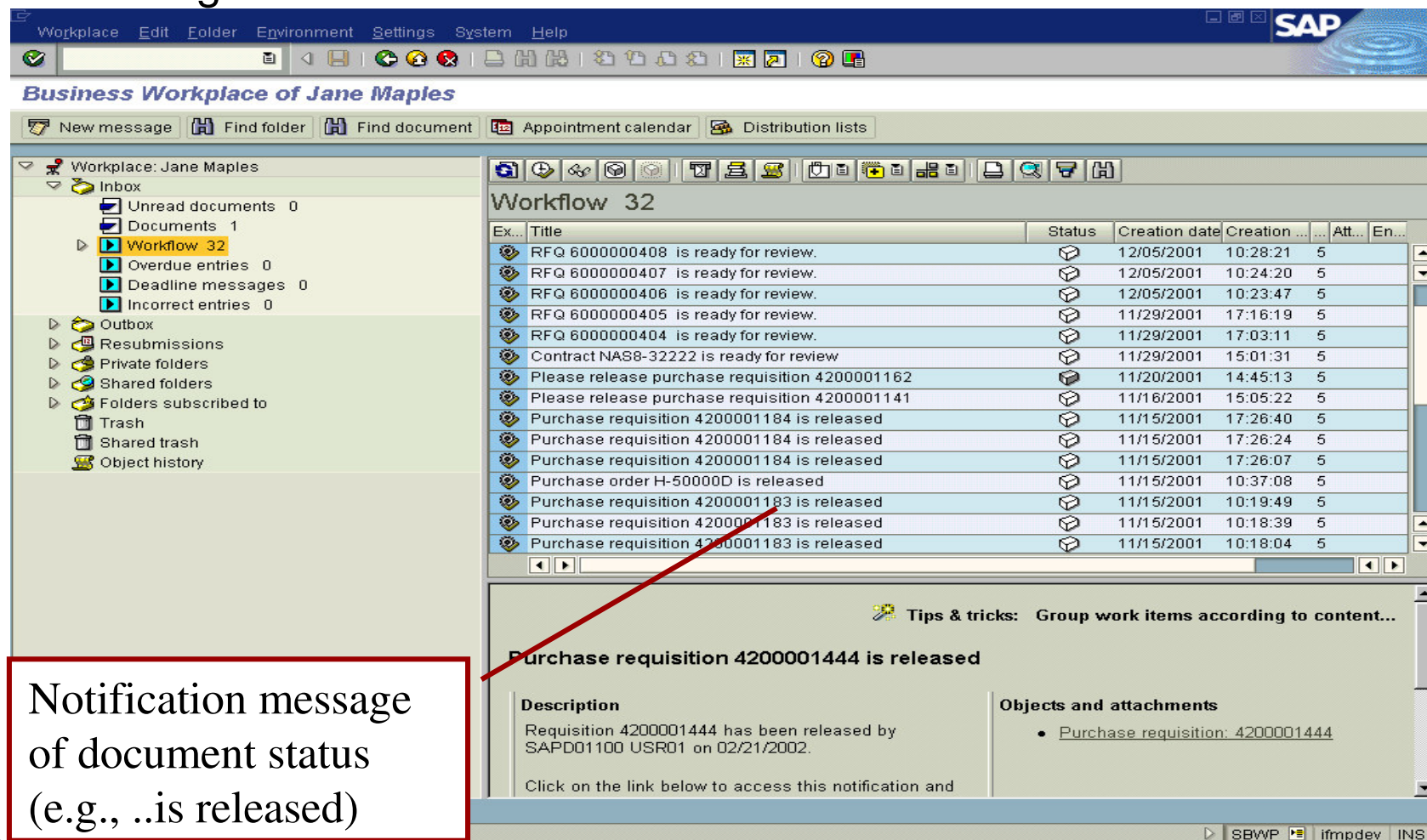
KEY POINTS:

- Printing award documents
- Emailing award documents
- Faxing award documents



Screenshot

Distributing Contractual Documents - Workflow Inbox



Business Workplace of Jane Maples

Workflow 32

Ex...	Title	Status	Creation date	Creation ...	Att...	En...
	RFQ 6000000408 is ready for review.		12/05/2001	10:28:21	5	
	RFQ 6000000407 is ready for review.		12/05/2001	10:24:20	5	
	RFQ 6000000406 is ready for review.		12/05/2001	10:23:47	5	
	RFQ 6000000405 is ready for review.		11/29/2001	17:16:19	5	
	RFQ 6000000404 is ready for review.		11/29/2001	17:03:11	5	
	Contract NAS8-32222 is ready for review		11/29/2001	15:01:31	5	
	Please release purchase requisition 4200001162		11/20/2001	14:45:13	5	
	Please release purchase requisition 4200001141		11/16/2001	15:05:22	5	
	Purchase requisition 4200001184 is released		11/15/2001	17:26:40	5	
	Purchase requisition 4200001184 is released		11/15/2001	17:26:24	5	
	Purchase requisition 4200001184 is released		11/15/2001	17:26:07	5	
	Purchase order H-50000D is released		11/15/2001	10:37:08	5	
	Purchase requisition 4200001183 is released		11/15/2001	10:19:49	5	
	Purchase requisition 4200001183 is released		11/15/2001	10:18:39	5	
	Purchase requisition 4200001183 is released		11/15/2001	10:18:04	5	

Notification message of document status (e.g., ..is released)

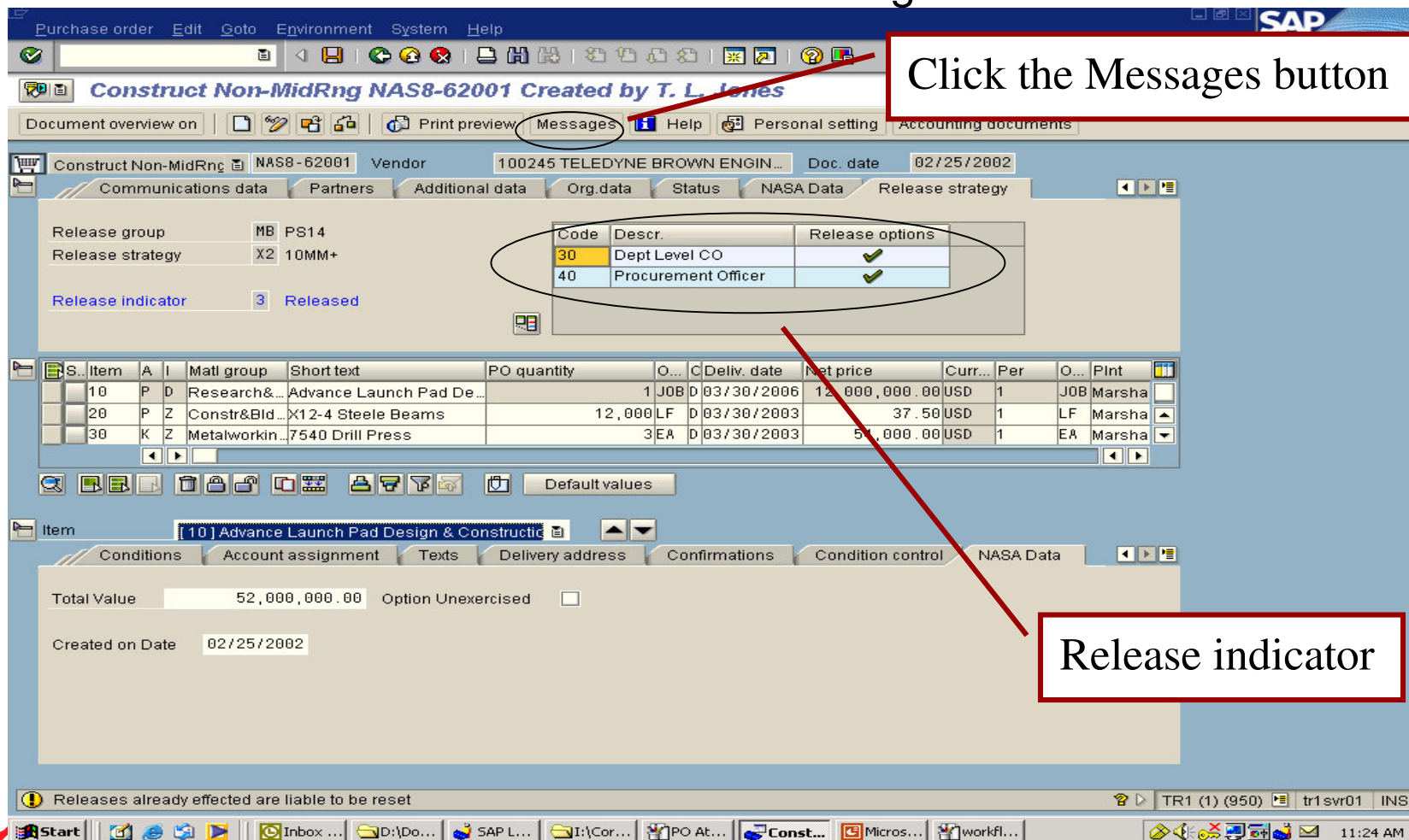
Purchase requisition 4200001444 is released

Description
Requisition 4200001444 has been released by SAPD01100 USR01 on 02/21/2002.
Click on the link below to access this notification and

Objects and attachments
• [Purchase requisition: 4200001444](#)

Screenshot

Distribute Contractual Document: PO Messages Button



The screenshot shows the SAP PO Messages interface. A red box highlights the 'Messages' button in the top menu bar. A red arrow points from the 'Release indicator' field to a red box labeled 'Release indicator'. Another red arrow points from the 'Release indicator' field to a red box labeled 'Click the Messages button'.

Click the Messages button

Release indicator

Code	Descr.	Release options
30	Dept Level CO	✓
40	Procurement Officer	✓

S...	Item	A	I	Matl group	Short text	PO quantity	O...	C	Deliv. date	Net price	Curr...	Per	O...	Plnt
	10	P	D	Research&...	Advance Launch Pad De...		1	JOB	D 03/30/2006	12,000,000.00	USD	1	JOB	Marsha
	20	P	Z	Constr&Bld...	X12-4 Steele Beams	12,000	LF	D	03/30/2003	37.50	USD	1	LF	Marsha
	30	K	Z	Metalworkin...	7540 Drill Press	3	EA	D	03/30/2003	5,000.00	USD	1	EA	Marsha

Release indicator 3 Released

Item [10] Advance Launch Pad Design & Constructio

Conditions Account assignment Texts Delivery address Confirmations Condition control NASA Data

Total Value 52,000,000.00 Option Unexercised ☐

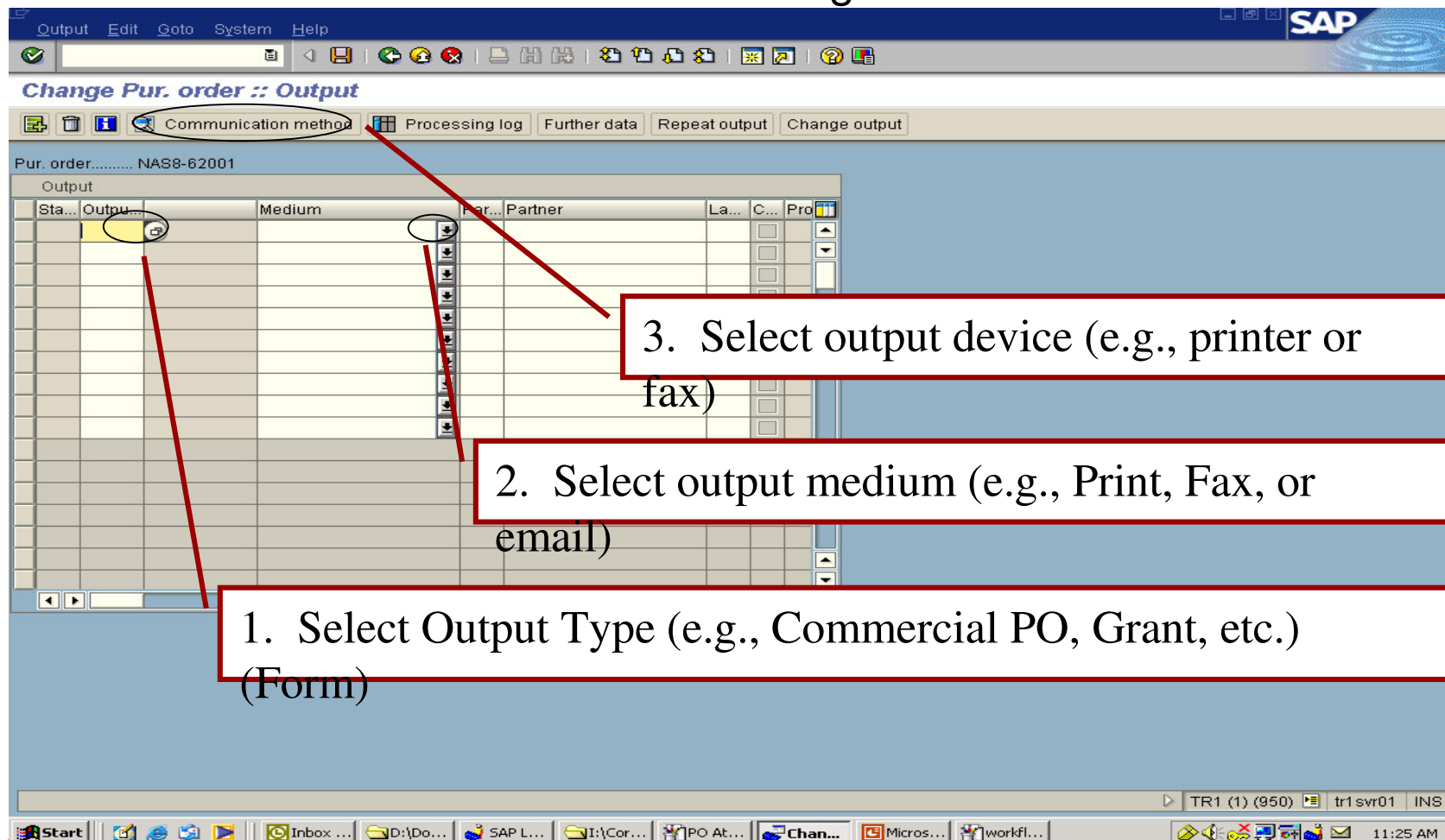
Created on Date 02/25/2002

Releases already effected are liable to be reset

TR1 (1) (950) tr1 svr01 INS

Screenshot

Distribute Contractual Document: Messages Button Process



Screenshot



Distribute Contractual Documents: ME9F

A screenshot of the SAP Message Output window. The window has a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into two sections: 'Purch. doc. data' and 'Message data'. The 'Purch. doc. data' section contains fields for Document number, Vendor, Purchasing organization, Purchasing group (MBD), Document type, and Document date, each with a 'to' field and a selection arrow. The 'Message data' section contains fields for Application (EV), Message type, Transmission time-spot, Processing status (0), Creation date, and Time created (00:00:00), with a 'to' field and a selection arrow. A red arrow points from the 'to' field in the 'Message data' section to a text box on the right. The status bar at the bottom shows 'ME9K ifmpdev INS' and the time '2:39 PM'.

Message Output

Purch. doc. data

Document number		to		
Vendor		to		
Purchasing organization		to		
Purchasing group	MBD	to		
Document type		to		
Document date		to		

Message data

Application	EV	to		
Message type				
Transmission time-spot				
Processing status	0			
Creation date				
Time created	00:00:00			

Selection criteria/options for selecting the applicable PO for printing.



Cancel Contractual Documents

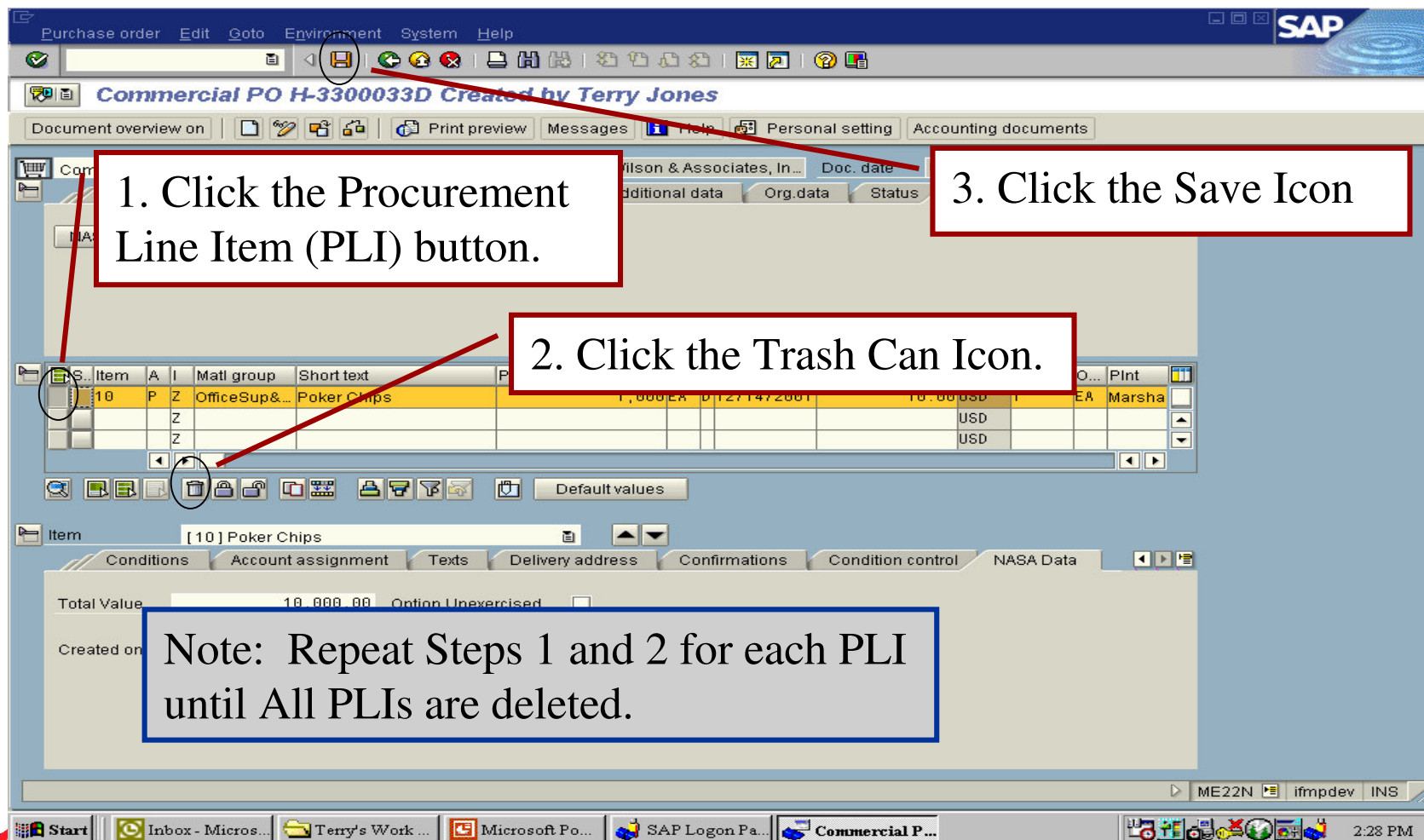


KEY POINT:

- How to cancel contractual documents

Screenshot

Cancel Contractual Document



The screenshot shows the SAP Commercial PO H-3300033D interface. The title bar indicates the document was created by Terry Jones. The main window displays a table of Procurement Line Items (PLIs). The first PLI is highlighted, showing details for 'OfficeSup&... Poker Chips'. Three red boxes with arrows point to specific UI elements: Box 1 points to the 'S. Item' column header, Box 2 points to the trash can icon in the bottom toolbar, and Box 3 points to the save icon in the top toolbar. A note box at the bottom states: 'Note: Repeat Steps 1 and 2 for each PLI until All PLIs are deleted.'

1. Click the Procurement Line Item (PLI) button.

2. Click the Trash Can Icon.

3. Click the Save Icon

Note: Repeat Steps 1 and 2 for each PLI until All PLIs are deleted.

Demonstrations and Exercises



- Prepare, Complete, and Process Contractual Documents
- Distribute Contractual Documents
- Cancel Contractual Documents

Topic Debrief



- The Buyer/CO prepares, completes, and processes contractual documents.
- Within SAP, contractual documents are automatically routed for approval when completed and saved.
- The COs/Procurement Team Leads review contractual documents
- The Buyer distributes the contractual documents.
- The Buyer cancels contractual documents.



End of Course Review

Review Objectives & Expectations



Everyone here should now be able to:

- ✓ Award Contracts

Available Resources



- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids



Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

Congratulations!

Training Course Feedback



- The on-line training course feedback will:
 - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
 - Launch your Web Browser
 - Enter the following URL address:
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
 - Complete and submit feedback by following the directions within the on-line form

